

MONITORING INSTRUMENT ITEM REPORT

**2013–14 Program Instruments**

**Career Technical Education 2013–14**

I. INVOLVEMENT

**I-CTE 01: Advisory Committee**

Updated 05/28/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators I-CTE1. Each LEA receiving Perkins IV funds must involve parents, students, academic and career technical education teachers, faculty, administrators, career guidance and academic counselors, representatives of tech prep consortia (if applicable), representatives of business and industry, labor organizations, representatives of special populations, and other interested individuals in the development, implementation, and evaluation of CTE programs. (20 U.S.C. § 2354 (b)(5).)

1.1. The governing board of each school district participating in a career technical education program shall appoint a career technical education advisory committee to develop recommendations on the program and to provide liaison between the district and potential employers. The committee shall consist of one or more representatives of the general public knowledgeable about the disadvantaged, students, teachers, business, industry, school administration, and the field office of the Employment Development Department (EDD). (EC § 8070.)

1.2 Each CTE program assisted with Section 131 or 132 funds must have extensive business and industry involvement, as evidenced by not less than one annual business and industry advisory committee meeting and planned business and industry involvement in program activities as described in the Guidelines for the 2008-2012 Local Plan for Career Technical Education and instructions for the annual application for funds. (20008-2012 CA CTE State Plan, Ch. 5 (2).)

Associated Documents

Required and Suggested Documents CTE Advisory Committee minutes and sign-in sheets from previous two years [r]  
CTE Board minutes indicating appointment of Advisory Committee members [r]  
CTE dissemination of Advisory Committee minutes to general public [s]  
CTE letter of invitation to Advisory Committee participants [s]  
CTE list of Advisory Committee members with name, position, business, and CTE industry sector represented [r]

Legal References

II. GOVERNANCE AND ADMINISTRATION

**II-CTE 02: Funding Applications**

Updated 05/28/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-CTE 2. The LEA must maintain and retain for five years in district files copies of approved applications and claims for reimbursement for allocated federal vocational education funds. (34 CFR §§ 76.731, 80.42.)

Associated Documents

Required and Suggested Documents CTE on-site verification of district files retained for a minimum of 5 years [r]

Legal References

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II. GOVERNANCE AND ADMINISTRATION

**II–CTE 03: Inventory**

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Updated 05/28/2013 by Administrator Administrator

SEA Status In Progress

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Comments by SEA

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Compliance Indicators II–CTE 3. The governing board of each school district shall establish and maintain a historical inventory, or an audit trace inventory system, or any other inventory system authorized by the State Board of Education, which shall contain the description, name, identification numbers, and original cost of all items of equipment acquired by it whose current market value exceeds five hundred dollars (\$500) per item, the date of the acquisition, the location of use, and the time and mode of disposal. A reasonable estimate of the original cost may be used if the actual original cost is unknown. (EC § 35168; 34 CFR § 80.32.)

3.1 Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

3.2 A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

3.3 A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.

3.4 Adequate maintenance procedures must be developed to keep the property in good condition.

3.5 If the LEA is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

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Associated Documents

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Required and Suggested Documents CTE capital outlay request approvals [r]  
CTE equipment inventory [r]  
CTE equipment inventory sorted by location [r]  
CTE LEA written policies and procedures for disposal of CTE equipment [r]  
CTE on-site verification of inventory [r]

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Legal References

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III. FUNDING

**III–CTE 04: Perkins Funds Support CTE Programs**

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Updated 05/28/2013 by Administrator Administrator

SEA Status In Progress

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Comments by SEA

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Compliance Indicators III–CTE 4. Funds made available under Carl D. Perkins Act, Title 1, Part C, are used to support and improve career technical education programs that – (20 U.S.C. § 2355 (a) (b).)

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4.1 Strengthen the academic and career and technical skills of students participating in career and technical education programs, by strengthening the academic and career and technical education components of such programs through the integration of academics with career and technical education programs through a coherent sequence of courses, such as career and technical programs of study described in 20 U.S.C. § 2342 (c)(1)(A) and the State Plan to ensure learning in – (20 U.S.C. § 2355(b)(1).)

- A. The core academic subjects defined in section 7801 of this title; and (20 U.S.C. § 2355 (b)(1)(A).)
- B. Career and technical education subjects; (20 U.S.C. § 2355 (b)(1)(B).)

4.2 Link career and technical education at the secondary level and the postsecondary level, including offering the relevant elements of no less than one program of study described in 20 U.S.C. § 2342(c)(1)(A) and the State Plan (20 U.S.C. § 2355 (b)(2).)

4.3 Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences. (20 U.S.C. § 2355 (b)(3).)

4.4 Develop, improve, or expand the use of technology in career and technical education, which may include - (20 U.S.C. § 2355 (b)(4).)

- A. Training of career and technical education teachers, faculty, and administrators to use technology, which may include distance learning; (20 U.S.C. § 2355 (b)(4)(A).)
- B. Providing career and technical education students with the academic and career and technical education skills (including the mathematics and science knowledge that provides a strong basis for such skills) that lead to entry into the technology fields; or (20 U.S.C. § 2355 (b)(4)(B).)
- C. Encouraging schools to collaborate with technology industries to offer voluntary internships and mentoring programs, including programs that improve the mathematics and science knowledge of students; (20 U.S.C. § 2355 (b)(4)(C).)

4.5 Provide professional development programs that are consistent with section 2342 of this title to secondary and postsecondary teachers, faculty, administrators, and career guidance and academic counselors who are involved in integrated career and technical education programs, including - (20 U.S.C. § 2355(b)(5).)

- A. In-service and preservice training on - (20 U.S.C. § 2355(b)(5)(A).)
  - (i) Effective integration and use of challenging academic and career and technical education provided jointly with academic teachers to the extent practicable; (20 U.S.C. § 2355 (b)(5)(A)(i).)
  - (ii) Effective teaching skills based on research that includes promising practices; (20 U.S.C. § 2355 (b)(5)(A)(ii).)
  - (iii) Effective practices to improve parental and community involvement; and (20 U.S.C. § 2355 (b)(5)(A)(iii).)
  - (iv) Effective use of scientifically based research and data to improve instruction; (20 U.S.C. § 2355 (b)(5)(A)(iv).)
- B. Support of education programs for teachers of career and technical education in public schools and other public school personnel who are involved in the direct delivery of educational services to career and technical education students, to ensure that such teachers and personnel stay current with all aspects of an industry; (20 U.S.C. § 2355 (b)(5)(B).)
- C. Internship programs that provide relevant business experience; and (20 U.S.C. § 2355 (b)(5)(C).)
- D. Programs designed to train teachers specifically in the effective use and application of technology to improve instruction; (20 U.S.C. § 2355 (b)(5)(D).)

4.6 Develop and implement evaluations of the career and technical education programs carried out with funds under this subchapter, including an assessment of how the needs of special populations are being met; (20 U.S.C. § 2355 (b)(6).)

4.7 Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology; (20 U.S.C. § 2355 (b)(7).)

4.8 Provide services and activities that are of sufficient size, scope, and quality to be effective; and (20 U.S.C. § 2355 (b)(8).)

4.9 Provide activities to prepare special populations, including single parents and displaced homemakers who are enrolled in career and technical education programs, for high skill, high wage, or high demand occupations that will lead to self-sufficiency. (20 U.S.C. § 2355 (b)(9).)

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4.10 – Follow federal guidelines that affect allowability of costs. To be allowable under Federal awards, cost must be (1) necessary and reasonable for proper and efficient performance and administration of the grant award; (2) be allocable to Federal awards under the provisions of 2 CFR part 225; (3) be authorized or not prohibited under State or local laws or regulations; and (4) conform to any limitations or exclusions set forth in OMB cost principles or other governing regulations as to types or amounts of cost items.

Associated Documents CTE individual site master schedule(s) [r]

Required and Suggested Documents  
CTE articulation agreements [r]  
CTE completed program evaluations [r]  
CTE course descriptions [r]  
CTE course sequence worksheets [r]  
CTE descriptions of professional development activities; agendas, minutes [r]  
CTE sequences and programs of study [r]

Legal References

#### III. FUNDING

##### **III-CTE 05: Supplement Not Supplant**

Updated 05/28/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators III-CTE 5. Funds made available under the Carl D. Perkins Act, Title 1, Part C, are used to supplement, and not supplant, non-Federal funds expended to carry out career and technical education activities and tech prep program activities. (20 U.S.C. § 2391 (a)).

5.1 Each employee paid in part from a single cost objective and in part from other revenue, or an employee paid from multiple cost objectives, completes a Personnel Activity Report (PAR) each pay period, or an approved sampling method is used (OMB Circular A-87).

Associated Documents General Ledger [r]

Required and Suggested Documents  
CTE Invoices and Purchase Orders [r]  
CTE Personnel Activity Reports & duty statements [r]  
CTE related expenditures printout, i.e., resource 3550, 3555 [r]  
CTE Time Accounting Logs [r]

Legal References

#### III. FUNDING

##### **III-CTE 06: Administrative Costs**

Updated 05/28/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators III-CTE 6. Each LEA receiving Carl D. Perkins Act, Title 1, Part C, funds shall not use more than five percent of the funds for administrative costs associated with the administration of the activities assisted (20 U.S.C. § 2355 (d)).

6.1 The LEA properly assesses administrative charges for direct or indirect costs of the Carl D. Perkins Act, Title 1, Part C, funds for administrative costs associated with the administration of activities assisted under this section (California School Accounting Manual [CSAM]; OMB Circular A-87 E, F; A-133 C).

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Associated Documents CTE Perkins-funded employees' Personnel Activity Reports (PARs)

Required and Suggested Documents CTE budget pages [r]

Legal References

III. FUNDING

**III-CTE 07: Consortium Funds**

Updated 05/28/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators III-CTE 7. Funds allocated to a consortium to meet the requirements of this subsection (Consortium requirements) shall be used only for purposes and programs that are mutually beneficial to all members of the consortium and can be used only for programs authorized under this subchapter (Distribution of funds to secondary education). Such funds may not be reallocated to individual members of the consortium for purposes or programs benefiting only one member of the consortium. (20 U.S.C. § 2351 (f)(2).)

Associated Documents

Required and Suggested Documents CTE related expenditures printout, i.e., resource 3550, 3555 [r]

Legal References

IV. STANDARDS, ASSESSMENT, AND ACCOUNTABILITY

**IV-CTE 08: Indicators of Performance**

Updated 05/28/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators IV-CTE 8. All local education agencies (LEA) shall annually prepare and submit data directly to CDE regarding the progress in achieving the local adjusted levels of performance on the core indicators of performance. (20 U.S.C. §. 2323.)

8.1 Data are disaggregated for each of the core indicators for the categories of students described in section 1111(h)(1)(C)(i) of the Elementary and Secondary Education Act of 1965 and section 3(20) that are served under the Perkins Act. (20 U.S.C. § 2373 (c)(ii)(I).)

8.2 The LEA must identify and quantify any disparities or gaps in performance between any such category of students and the performance of all students served. (20 U.S.C. § 2373 (c)(ii)(II).)

8.3 The LEA must ensure that no duplicative data are reported. (20 U.S.C. § 2373 (c)(iii).)

8.4 The LEA makes the annual report available to the public through a variety of formats, including electronically through the Internet. (20 U.S.C. § 2373 (c)(V).)

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8.5 The LEA must use annual evaluation results, including achieved core indicators performance levels, to determine needed program improvements, modifications, and professional development activities for staff. (2008-12 CA CTE State Plan, Ch. 5(2).)

#### Associated Documents

##### Required and Suggested Documents

CTE evidence of public dissemination of Carl D. Perkins core indicator results [r]  
CTE Perkins Program Monitoring Action Plan, if applicable [r]  
CTE raw data used to compile CDE 101 E-1 Report of CTE Enrollment [r]  
CTE raw data used to compile CDE 101 E-2 Report of CTE Placement [r]

#### Legal References

#### VII. TEACHING AND LEARNING

### VII-CTE 09: High Quality CTE Program

Updated 05/28/2013 by Administrator Administrator

#### SEA Status

In Progress

#### Comments by SEA

##### Compliance Indicators

VII-CTE 9. The State Board-approved CTE plan requires that each LEA receiving funds under Perkins include a sequence of courses in all CTE programs; provide students with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills; and include the following planning, organizational, and instructional elements determined by the state to be critical to high quality CTE programs: (2008-12 CA CTE State Plan, Ch. 5(2))

9.1 Be staffed by qualified CTE teachers, meaning teachers who 1) possess a standard secondary, single subject, or designated subject credential which authorizes the teaching of the CTE course(s) to which assigned, and 2) can document employment experience, outside of education, in the career pathway addressed by the program or other evidence of equivalent proficiency.

9.2 Focus on current or emerging high skill, high wage, or high demand occupations.

9.3 Be aligned with the State's CTE Model Curriculum Standards and Framework.

9.4 Provide for certification of students who achieve industry-recognized skill and knowledge requirements.

9.5 Be aligned with applicable feeder school and advanced level instruction in the same career pathway.

9.6 Integrate the development of CTE and academic skills in order to prepare students for immediate employment upon graduation and for further education or training.

9.7 Provide practical application and experience through actual or simulated work-based learning assignments.

9.8 Provide for equitable access and needed support services of all students, including special populations and those preparing for nontraditional occupations.

9.9 Include planned career awareness and exploration experiences.

9.10 Provide for the development of student leadership skills through an established career technical student organization or an alternate strategy that incorporates this instruction in all of the courses that make up the sequence.

9.11 Have a systemic plan for promoting the program to all concerned groups, including but not limited to students, parents, counselors, site and district administrators, and postsecondary educational agencies.

9.12 Expand outreach to special populations to ensure their awareness of CTE course offerings, pathways, and learning communities, as well as high skill, high wage, or high demand careers, including nontraditional careers.

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((2008-12 CA CTE State Plan, Ch 3 (Personal Learning Environment))

#### Associated Documents

Required and Suggested Documents

CTE certifications available to students [r]  
CTE course outlines [r]  
CTE records of any work-based learning activities [r]  
CTE records that demonstrate students are provided leadership training opportunities [r]  
CTE teachers' credentials and records of occupational experience CTE records demonstrating students from special populations are informed about and provided opportunities for participation in CTE programs [r]

#### Legal References

#### VII. TEACHING AND LEARNING

### VII-CTE 10: Course Offerings

Updated 05/28/2013 by Administrator Administrator

SEA Status In Progress

#### Comments by SEA

Compliance Indicators

VII-CTE 10. An LEA must provide at least one CTE sequence of courses that includes at least one district-funded course. Additionally, the district must provide at least one course in each industry sector assisted with the funds. (2008-12 CA CTE State Plan, Ch. 5(3) and (4))  
Perkins funded sequence of courses must:

10.1 Consist of not less than two full-year CTE courses with a combined duration of not less than 300 hours; or a single, multiple hour course which provides sequential units of instruction and has a duration of not less than 300 hours.

10.2 Be coherent, meaning that the sequence may only include those CTE courses with objectives and content with a clear and direct relationship to the occupation(s) or career targeted by the program.

10.3 Include sufficient introductory and concentration CTE courses to provide students with the instruction necessary to develop the skill and knowledge levels required for employment and postsecondary education or training.

10.4 Courses assisted with Perkins funds must be integral to an approved CTE sequence of courses.

#### Associated Documents

Required and Suggested Documents

CTE course outlines [r]  
CTE sequence of courses [r]

#### Legal References